



**State of New Jersey  
Board of Public Utilities**

**ANTICIPATED JOB VACANCY**

**DATE OF POSTING:** December 22, 2005

**DATE OF CLOSING:** January 5, 2006

**TITLE:** Administrative Analyst 1

**SALARY:** \$60,749.80 – \$83,759.80

**EXISTING VACANCIES:** One (1)

**DIVISION/LOCATION:** Board of Public Utilities  
Office of Cable Television  
Newark Office

**GENERAL DESCRIPTION:** Under supervision of a supervisory official in the Board of Public Utilities, assists in the supervision of field and office work programs involved in preparation and resolution of cases involving investigations of customer complaints, administrative hearings, and/or litigation concerning the character of service, rates, procedures, or facilities; in the absence of the respective manager, is responsible for the work programs and staff assignments of the organization unit.

Supervises staff involved with review, analysis, and appraisal of current department administrative procedures, organization, and performance, and prepares recommendations for changes and/or revision therein; does other related duties as required.

**REQUIREMENTS:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Four (4) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

**OPEN TO THE FOLLOWING:** Open to State employees who are serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title, preceding the posting date and must meet the requirements stated above.

**PLEASE FORWARD RESPONSES VIA MAIL, FAX, OR EMAIL:**

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